Following are the steps to *View, Modify or Manage* a Position and *Request to Advertise*. Examples of Position modifications could be a Pay Change; Budget Change; Change in job duties; Supervisor change.

### Viewing a Position Description

PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your [OneCampus](#) Portal.

1. Log into your [OneCampus Portal](#), using your Radford credentials

![Logging In](#)

2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.

![Selecting PeopleAdmin](#)

3. Once you have logged into SelectSuite, select your User Group according to your role.
4. Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Position Management**.

5. From this menu, hover over the Position Descriptions tab and select the **AP** from the drop-down box. If you previously “Modified a Position” and it is pending, you will find it under the “Requests” options. For example, AP Position requests.

6. Search for the appropriate position description (by position number, name, etc)

7. Hover over **Actions** drop-down (right side of the screen) select **View** or you may select the **Working Title**
1. Complete Steps 1-7
2. Review the Position Summary and select Modify Position Description from the drop down menu (top right side of screen).

3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select Start to Continue

4. You will now be able to edit/complete the fields for your position.
   A. On the first tab, Position Justification, choose the reason you are requesting to Modifying the Position Description (see below). Select Save and Continue when finished.
B. Continue filling in the information on each Tab. Required fields are denoted by a *. These fields must be completed. You can continue to each section by selecting Save & Continue or you can select each section in the menu on the left hand side.

NOTE* Make sure that you add in your Applicant Reviewer names on the Advertisement Details Tab. These can be added to or taken away at any point in the posting.

C. When you reach the final tab, Position Request Summary, make sure all of the sections have a ✓ if they have a exclamation point (!) this indicates that there is required information missing. This must be resolved before moving onto the next step. You can do this by selecting EDIT next to the section that is missing information.

5. After all of your information has been included, from the Position Request Summary Page, hover over the Take Action on Position Request (Top right hand corner) and select the next appropriate next step.

Please see an EXAMPLE below:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Operational Management</td>
</tr>
<tr>
<td>Operational Management</td>
<td>Administrative Management</td>
</tr>
<tr>
<td>Administrative Management</td>
<td>Senior Management</td>
</tr>
<tr>
<td>Senior Management</td>
<td>Budget</td>
</tr>
<tr>
<td>Budget</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>